

ARTICLE 6
FACILITIES AND SERVICES TO THE UNION

Section 1: Bulletin Boards and Distribution of Materials.

- a. IHSHQE and the UNION will work together to find mutually agreeable space for the bulletin boards.
- b. The UNION agrees to maintain their portion of the bulletin board in a timely, neat and orderly condition and to be certain that posting of material on the bulletin board will be accomplished at UNION's expense and no posting will violate law, the security of the IHSHQE, or attack specific individuals.
- c. The UNION agrees to furnish to the IHSHQE Labor Relations Office in advance a copy of any material intended to be posted or distributed. This is intended to avoid disputes by allowing for discussion of concerns and is not intended as being prior restraint.

Section 2: New EMPLOYEE Listing.

IHSHQE agrees to furnish UNION a listing quarterly of EMPLOYEES hired in the Unit. The list will include the work location. It is agreed the immediate supervisor will advise new EMPLOYEES of the name and work location of the Steward servicing the area in which the new EMPLOYEE is assigned.

Section 3: Written Directives.

IHSHQE agrees to place the UNION on the electronic distribution list for all written directives concerning working conditions and personnel policies that affect EMPLOYEES and to furnish and provide access to any personnel policy regularly maintained and readily available.

Section 4: UNION Office.

- a. IHSHQE agrees to provide an office for UNION at Headquarters East. IHSHQE agrees to make every effort to provide a permanent space within a reasonable time from the effective date of this Agreement for meetings between EMPLOYEES and UNION Stewards. Private meeting space will be made available for consultation between EMPLOYEES and UNION Stewards in accordance with established procedures.
- b. The UNION telephone numbers will be listed in the Indian Health Service Telephone directory. IHSHQE agrees to provide an "in-house telephone" at the Agency's expense. However, the UNION will be responsible for any cost other than local calls.

- c. UNION may use excess/surplus furniture and equipment as identified by IHSHQE. UNION agrees to be responsible for any upkeep, maintenance and repairs.

Section 5: Internal Mail Distribution.

- a. The Headquarters East's internal mail and E-mail distribution service shall be made available to the UNION for the distribution of material to EMPLOYEES of the Unit in accordance with existing policy. The parties understand that these facilities may not be used for internal union business except to provide a brief notification of UNION sanctioned meetings or events.
- b. It is understood by all parties that E-mail communications of all EMPLOYEES, whether sent or received, are official records of the Agency and are subject to release through the Freedom of Information Act. It is further understood that internal UNION E-mail communications will not be considered official records.

Section 6: Meeting Facilities.

IHSHQE agrees to provide meeting facilities, as available and with sufficient advance notice, to be used by UNION during non-duty hours for UNION official business providing such facilities are left in a clean and business like condition and provided that IHSHQE does not incur any additional cost.

Section 7: Usual and Customary Services.

UNION Stewards shall have reasonable use of usual and customary office equipment including faxing and copying facilities for Labor Relations activities.